OVERNIGHT & OUT-OF-STATE FIELD TRIP REQUEST FORM

All overnight and out-of-state field trips require the approval of the Board of Education 60 days in advance of the departure date. All foreign travel field trips must be submitted for Board approval 90 days in advance of the departure date. The following information must be forwarded electronically and in TRIPLICATE (hard copies) 30 days prior to the Board meeting which summarizes the trip. NOTE: A Narrative must be attached justifying this field trip to the school curriculum and/or mission statement. No financial commitments are to be made until Board approval. **This form must be typewritten and ALL items filled in or marked N/A.**

Name of School: Middletown HS Date of Request: 09/16/2025

Name of Club or Activity: Middletown Performing Arts Classes MPAC

Trip To: Broadway, NYC Purpose: Attend a live Broadway musical

Number of Students Participating: 37

Number of students eligible to go on the field trip: 200+

Dates of Trip: From 01/03/26 To: (same day) # of school days missed: 0 (Saturday)

Names of Teachers and Chaperones:

1. Lauren Otto	5.
2. Jillian Kellogg	6.
3. Katie Vandrilla	7.
4.	8.

Number of Non-Chaperone Adults going on trip:

Transportation: X Bus (to train station / from train station) Van X Train Plane Car X Other walking

Are fund-raising activities planned: Yes If so, describe: Lyman pies, wrapping paper, Little Caesar's etc

Amount of money raised through fundraisers: TBD

Lodging: N/A Hotel/Motel Camp Private Home

Insurance Arrangements for Staff and Students: N/A

Cost per Student: $ 120 Cost per Teacher and/or Chaperone: $ 135

Cost per Nurse: $
(if necessary)

Cost per Paraprofessional: $
(if necessary)

If Travel Agencies are engaged, at least three quotations need to be provided with documentation attached to this form: N/A

a.

b.

c.

d. Other

Name of teacher making request: Lauren Otto

Approved by Department Head at secondary level: [signature]

Approved by Principal: [signature]

Authorized by Chief Academic Officer: [signature]

Superintendent Approval: [signature] Date: 9/29/25